

**City of Northampton, Massachusetts**  
**Human Resources Department**

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**Effective Date: 9/8/99**  
**Revision Date: 12/3/2004**

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**SHORT-TERM EXCUSED ABSENCES**

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**POLICY**

It is the policy of the City to provide compensation for specific short-term excused absences as defined below.

**SCOPE**

This policy applies to all employees in non-temporary positions.

**GENERAL**

1. **Bereavement Leave** - In the event of the death of a spouse, or child, paid leave of up to one calendar week (for actual work days missed) may be granted.

In the event of death of a member of the immediate family of an employee, the employee may be granted paid leave of up to three work days (for actual work days missed.) Immediate family is defined as an employee's mother, father, step-parent, foster parent, step-child, foster child, sister, brother, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

In the case of the death of the employee's following relative, one day of paid leave may be allowed (for actual work day missed): aunt, uncle, niece, nephew, brother-in-law, sister-in-law.

With the consent of the Department Head and providing it will not impair/reduce the effective delivery of services, an employee scheduled to work may be granted up to four hours of paid leave to attend the service of a deceased co-worker.

2. **Jury Duty** - An employee who is required to serve on jury duty during scheduled work periods will continue to receive regular pay and benefits from the City, provided this fact is reported on the payroll. When payment by the court for such jury duty is made, such payment, exclusive of travel or any other allowances, shall be refunded to the City by the employee in the following manner: the employee shall present to the Auditor's Office either the check from the court endorsed over to the City of Northampton, or a certification from the court as to the amount paid together with employee's personal reimbursement to the City. Employees subpoenaed by the Commonwealth or its subdivisions shall be reimbursed as if on jury duty.

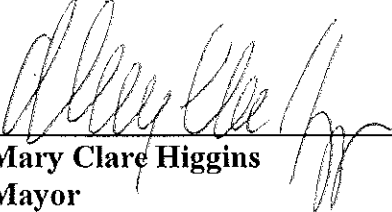
An employee serving on jury duty during their regularly scheduled work period shall be considered as being employed by the City.

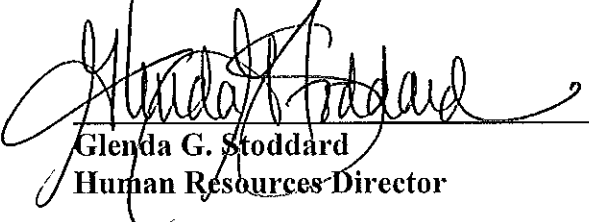
An employee who is on jury duty for four (4) hours or less during a scheduled work period is required to return to work to complete any remaining scheduled work period, but in no event

shall the time actually spent on jury duty during a scheduled work period in combination with the remaining scheduled work period exceed the total scheduled work period.

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**Approved:**

  
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**Mary Clare Higgins**  
**Mayor**

  
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**Glenda G. Stoddard**  
**Human Resources Director**

Revision History: 1/1/01; 7/1/01,